

**SPPT to RAPID Crosswalk - Old SPPF Fields to RAPID Fields  
-Gifts -**

**Field No. SPPF Field**

**RAPID Proposal Panel and Field**

**1. General Information**

1	Division	Proposal Project Panel - Department (use Level 1, two digit DeptID)
2	Program/Group	Proposal Project Panel - Subdivision (use Level 4, four digit organization)
3	Administrative Contact	Proposal Project Panel - Dept Contact (Choose from dropdown list for your division)
4	Type of Proposal	Proposal Header - Type
5	Deadline	Proposal Header - Due Date; Type, Time and Zone
6	Project Title	Proposal Header - Short Title (and Long Title if needed)
7	Intended Use (Work Scope)	Proposal Reports - Abstract
8	PI Name	Proposal Header - PI (automatically filled when the emplID is entered)
		Proposal Resources - Proposal Professionals (PI automatically filled in from the Proposal Header PI field)
9	Employee Number	Proposal Header - PI (use emplID to identify PI)
10	Percent Effort	Proposal Header - Additional Information - Percent Effort
11	Phone and Fax	RAPID is integrated with LBNL People View and this information is in Professional Table
12	E-mail	RAPID is integrated with LBNL People View and this information is in Professional Table
13	Mailstop	RAPID is integrated with LBNL People View and this information is in Professional Table
14	Co-PI	Proposal Resources - Proposal Professionals

15	Employee No.	Proposal Resources - Proposal Professional (use emplID to identify Co-PI)
16	Percent Effort	Proposal Header - Additional Information - Percent Effort
17	Phone and Fax	RAPID is integrated with LBNL People View and this information is in Professional Table
18	E-mail	RAPID is integrated with LBNL People View and this information is in Professional Table
19	Mailstop	RAPID is integrated with LBNL People View and this information is in Professional Table
20	Donor (Sponsor Name)	Proposal Header - Sponsor (use the Sponsor Code from the dropdown box to populate Sponsor)
21	Phone and Fax	Proposal Submission/Submission Panel - Mailing Instructions
22	E-mail	Proposal Submission/Submission Panel - Mailing Instructions
23	Address	Proposal Submission/Submission Panel - Mailing Instructions
24	Acknowledgement Letter Sent to (Sponsor Administrative Contact)	Proposal Submission/Submission Panel - Mailing Instructions
25	Phone and Fax	Proposal Submission/Submission Panel - Mailing Instructions
26	E-mail	Proposal Submission/Submission Panel - Mailing Instructions
27	Address	Proposal Submission/Submission Panel - Mailing Instructions
<b>II. Amount of Gift</b>		
28	Summary Budget	Proposal Budget Header, Budget Period and Budget Line Summary
<b>III. Institutional Approvals</b>		
29	Institutional Approvals	Prints out as part of the internal SPPF Forms and DOE Approval Request Form under Proposal Reports
<b>IV. Review Factors for Use of Gift Funds at LBNL</b>		
30	Review Factors	Proposal Review - DOE Review Factors

<b>V. NEPA/CEQA and EH&amp;S Review</b>		
31	NEPA/CEQA Form	Proposal Review - NEPA Review Factors
<b>VI. Conflict of Interest</b>		
32	Conflicts of Interest	Proposal Review - Conflicts of Interest

SPO use only:

Gift No. BG-

Sponsor Code:

**LBNL Gift Approval Form****I. GENERAL INFORMATION**DIVISION: 1PROGRAM/GROUP: 2ADMINISTRATIVE CONTACT: 3

Name, extension, fax, and e-mail address

TYPE OF GIFT: 4  
N-New, R- Renewal

CURRENT PROJECT NUMBER (if any): \_\_\_\_\_

DEADLINE (explain if rush): 5

GIFT TITLE:

title

INTENDED USE:

PI NAME:

Employee No.:

Percent Effort:\*

Phone and Fax:

E-mail:

Mailstop:

CO-PI NAME:

Employee No.:

Percent Effort:\*

Phone and Fax:

E-mail:

Mailstop:

\*Average annualized percent effort that the PI or Co-PI will devote to this project

DONOR NAME:

Phone and Fax:

E-mail:

Address:

Acknowledgment Letter to be Sent to:

Name:

Phone and Fax:

E-mail:

Address:

**II. AMOUNT OF GIFT:**

If the gift is not monetary (e.g., tangible property, stock), attach Donor's statement of the gift's value.

**III. LBNL/SPO APPROVAL**

Name:

Date:

Gift No. BG**LBNL Gift Approval Form****30****IV.****REVIEW FACTORS FOR USE OF GIFT FUNDS AT LBNL**

Check the appropriate box and provide explanation if requested. Attach additional pages if needed.

Yes ☐ No ☐

Proposed use of gift funds requires LBNL's special expertise, unique capability, or unique facilities; private facilities are inadequate for performance of proposed work. Explanation below.

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Proposed use of gift funds is consistent with or complementary to mission of LBNL. Explain and cite related B&R codes:

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☐ ☐

Proposed use of gift funds has been reviewed to ensure that there is no adverse impact on the execution of LBNL's assigned DOE Programs.

☐ ☐

Proposed use of gift funds has been reviewed to ensure that there is no aspect of the work that would create a detrimental future burden on DOE resources.

☐ ☐

Proposed use of gift funds includes subcontracting with an aggregate value greater than \$100,000 and/or exceeding 40% of total project costs. Explanation below indicates how LBNL is selecting the subcontractor(s) and describes how LBNL will still meet its unique capability requirement, given the high level of subcontracting. LBNL must be responsible for selecting the subcontractor(s).

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Human and/or animal subjects are involved in the proposed work. Work will not begin until appropriate LBNL/UC approvals have been obtained.

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Use of gift funds involves building modifications and/or construction anticipated to cost in excess of \$250,000. Currently estimated cost of modifications/construction: \_\_\_\_\_

**LBNL Gift Approval Form****V. NEPA/CEQA and EH&S REVIEW**

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Proposal #: \_\_\_\_\_

Project Title: \_\_\_\_\_ Title \_\_\_\_\_

1. Identify LBNL, UCB, DOE facility and any other off-site locations where work will be performed:  
\_\_\_\_\_

Yes    No    Uncertain    If "yes" or "uncertain," please explain on separate page(s).

☐   ☐   ☐   2. For LBNL locations: Does the project involve room or building modifications?☐   ☐   ☐   3. Would the project disturb hazardous substances or contaminants that preexist in the environment, such that there would be a release not covered by agency permits?☐   ☐   ☐   4. For work at non-DOE locations only: Would the project disturb any of the following environmentally sensitive resources?

\* Property (e.g., sites, buildings structures, objects) of historic, archeological significance designated by Federal, state or local governments or property eligible for listing on the National Register of Historic places;

\* Federally-listed threatened or endangered species or their habitat, Federally-proposed or candidate endangered species or their habitat; or state-listed endangered or threatened species or their habitat;

\* Wetlands regulated under the Clean Water Act and floodplains;

\* Federally and state-designated wilderness areas, national parks, national natural landmarks, wild and scenic rivers, state and Federal wildlife refuges, and marine sanctuaries;

\* Prime agricultural lands;

\* Special sources of water, such as sole-source aquifers, wellhead protection areas, or other water sources vital to the region;

\* Tundra, coral reefs, or rain forests.

☐   ☐   ☐   5. Would the project result in hazardous emissions, wastes, or effluents outside permit limits?☐   ☐   ☐   6. Is new or additional safety documentation needed for the work?\_\_\_\_\_  
Division\_\_\_\_\_  
Principal Investigator\_\_\_\_\_  
Date**To be completed prior to beginning work:**Proposed classification:  
\_\_\_\_\_\_\_\_\_\_  
LBNL NEPA/CEQA Program\_\_\_\_\_  
Date\_\_\_\_\_  
DOE NCO\_\_\_\_\_  
Date

## LBNL Gift Approval Form

### VI. CONFLICT OF INTEREST

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Yes

No

☐☐

Is this a non-Federal Sponsor?

If Yes, check (a) or (b):

☐

(a) 730U and if necessary, the 730U Addendum is attached.

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(b) Sponsor is on the exempt list for 730U filings.

The Division Director is responsible for evaluating and approving this gift prior to submission to SPO.  
The basic consideration in the review should include:

- Determining gift's appropriateness to UC/LBNL
- Determining requirements for and availability of space, support, and equipment
- Ensuring compliance with LBNL, DOE, and University policy
- Evaluating the proposal in light of the attached Conflict of Interest Requirements
- Assuring the safety of personnel and protection of the environment.

Submit the gift approval package to SPO at least 10 working days before the gift's planned acceptance date.

Signatures Required:

OTHER PARTICIPATING DIVISIONS (if any): \_\_\_\_\_

Principal Investigator

Date

Co-Principal Investigator

Date

Division

Division Director Date

Division Director

Date

Division

Division Director Date

### ATTACHMENTS

- ☒ LBNL Sponsored Research Conflict of Interest Requirements
- ☒ Donor Letter
- ☒ Draft acceptance letter from LBNL Director
- ☐ Donor's statement of gift's value (for non-monetary gifts)
- ☐ Form 730U and Addendum, if applicable
- ☐ Additional explanation pages for Review Factors